

Topics:

[enterprise application](#) [2], [SEAC](#) [3], [State Enterprise Application Council](#) [4], [business owner](#) [5], [governance charter](#) [6]

SM-13-003 Enterprise Application Creation and Management

Issue Date: 5/1/2013

Revision Effective Date: 5/1/2013

PURPOSE

This standard provides for oversight and governance for those applications which are capable of serving multiple agencies with common business functions.

STANDARD

- The State CIO, the State COO, the State CFO, the Chief Procurement Officer and the State Accounting Officer will function as the State Enterprise Application Council (SEAC).
- The SEAC is responsible for designating software applications and systems meeting the criteria of this standard as ?Enterprise Applications?. Enterprise Applications defined in statute shall be recognized as such by the SEAC.
- Strategic direction and planning, prioritization, business issue resolution, and application policies for a specific Enterprise Application and its business stakeholders shall be performed through an enterprise application specific Application Council (?Council?).
- The SEAC may name or change a chairperson for any Council and will approve governance charters for each established Council. The SEAC may serve as a Council for a specific software application or system until such time that one is needed.
- Any agency that is a business stakeholder of a specific application or system may petition the State CIO that the SEAC designate the application or system as an Enterprise Application in accordance to this Standard. The petition shall take the form of a letter enumerating the reasons for the request and stating the expected benefits. The letter shall also state key stakeholders.
- The following criteria will be a guideline for designating an application or system as an Enterprise Application:
 - The application or system is operated by one agency (or sourced by one agency) and the application or system is able to provide for one or more common business functions of multiple agencies.
 - An application or system that may not be currently used by any agency but has a benefit if multi-agencies would utilize it in the future.
- The State CIO will consult with stakeholders for input before recommending an Enterprise Application and upon action from SEAC create an ?Enterprise Application Planning Document?, which will direct identified stakeholders to meet and form a Governance Charter to create a Council. The Governance Charter shall include a process and authorization to grant waivers. Nothing in any Governance Charter shall violate any statutory authority or regulatory authority of any agency. All waivers shall be filed with the State CIO and published to the SEAC in accordance with the rules established by the SEAC.
- The State CIO shall ensure that each Council is active and functioning and will keep the SEAC members informed.
- Each Council shall do the following: